

NOTE: Please fill-in this form in "BLOCK" letters and sign at all required places.

\* Indicates mandatory field

Date\*         Branch\*

D D M M Y Y Y Y Code Name

**Account Details**

Account Name \*

Account Number \*

**Request Details**

Account Statement  Please provide a printed account statement, of the below period, for the account mentioned above.

From         To

D D M M Y Y Y Y D D M M Y Y Y Y

Letter / Certificate  Balance Confirmation Letter /Certificate  Release Letter

No Liability Certificate  Liability Certificate

Salary Confirmation Letter  Certificate for Trade License

No Objection Certificate (NOC)  NOC to Traffic Department

Reason for Letter/Certificate

Letter/Certificate to be Addressed to

Cheque Photocopy In favour of

Number  Amount  Date

D D M M Y Y Y Y

Fee and Charges \*  Debit all fee and charges (if any) of the above mentioned request(s) from the aforementioned account.

**Declaration**

I/We hereby request HBL to process the above mentioned Request. I/We, the undersigned, hereby declare to have read and unconditionally agree to HBL's Terms and Conditions.

Primary Accountholder Name	Signature	Signature Verification (Branch Staff)	
Joint Accountholder Name	Signature	Signature Verification (Branch Staff)	
Joint Accountholder Name	Signature	Signature Verification (Branch Staff)	Company Stamp (For Business Accountholders)

**For Bank Use only**

Mode of Delivery  In-Person  By representative  Other

Callback Verification  Not required  Call back required & verified on Phone #

Fee and Charges

Request Received On

D D M M Y Y Y Y

Processed On

D D M M Y Y Y Y

CSO/Relationship Manager	Signature	Date
Approved by (if any exception)		
Processed by		
Supervised by		